

MARYLAND GENERAL BAR EXAMINATION ONLINE ELECTRONIC BAR APPLICATION AND PETITION (“eBar”)

OVERVIEW

These instructions will assist you in completing the State Board of Law Examiners’ (“SBLE”) online electronic Bar Application and/or Petition (“eBar”) process for the Maryland General Bar Examination. **SBLE STRONGLY RECOMMENDS THAT APPLICANTS PRINT THIS DOCUMENT FOR EASY REFERENCE DURING THE ONLINE APPLICATION PROCESS.**

- Please take note that applicants must not only create and submit their Applications and/or Petitions electronically, but also **mail or deliver hard copies of their Applications and/or Petitions to SBLE with original signatures, notarization, and supplemental documentation, as necessary, along with the appropriate fees.**
- Completed hard-copy Applications and/or Petitions must be **RECEIVED** in SLBE’s Office by 4:30 pm on the filing deadline.
- Any hard-copy Application and/or Petition submitted to SBLE’s office after the deadline or submitted by the deadline but incomplete (and where adequate remediation occurs after the deadline) will not be considered “filed” until accompanied by a request for good cause to file late. Applicants must meet the requirements of Board Rule 2 (“Filing Late for Good Cause”) in order for a good cause request to be considered by SBLE. Non-conforming good cause requests will be denied.

General Bar Exam

Recent law school graduates and attorneys who do not meet the eligibility requirements of Rule 13 of the Rules Governing Admission to the Bar of Maryland (“RGAB”) to sit for the Attorney exam must apply to take the Maryland General Bar Examination. Applicants taking the Maryland General Bar Exam for the first time must complete and submit an Application (consisting of Parts I and II) and an Original Petition to Take a Scheduled Examination. These three (3) documents are all generated within eBar.

Applicants who have previously taken the Maryland General Bar exam one (1) or two (2) times need only submit a Retake Petition (but not an application, unless an update is required). Applicants who have previously taken the Maryland General Bar exam on three (3) or more occasions must submit a Retake Order (but not an application, unless an update is required). Retake applicants will follow the same process for filling out an online Petition as those taking the exam for the first time. eBar will produce the appropriate Petition for each applicant.

Applicants whose applications are stale (i.e., the application remains pending more than three (3) years before the applicant passes the Bar exam) will be required to submit an Updated Application and pay a \$70.00 update fee. The Updated Application is discussed further on page 20 of this document.

To access eBar, click on the link for the General Bar Exam Electronic Application from SBLE’s website – www.mdcourts.gov/ble. You may also access the site directly from this document at <https://jportal.mdcourts.gov/ebarapp/login.do?tmpl=g>

Out-of-State Attorney (Rule 13) Exam

Applicants meeting the requirements of Rule 13 and wishing to sit for the Maryland Out-of-State Attorney exam must file a Petition (RGAB 13(f)). To access eBar for the Out-of-State Attorney’s exam, click on the link for the Out-of-State Attorney Bar Exam Electronic Application from SBLE’s website – www.mdcourts.gov/ble. You may also access the site directly from this document at: <https://jportal.mdcourts.gov/ebarapp/login.do?tmpl=o>. A separate instructional document exists for use in completing the online Petition for the Maryland Out-of-State Attorney’s Bar Examination.

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INSTRUCTIONS FOR FILING A BAR APPLICATION

Creating an Account

Completing the Bar Application begins with creating an eBar account. On the Welcome screen, click on the “Create Account” link found near the login boxes.

Fig. 1 – Welcome Screen for the eBar system (General Bar Exam)

NOTE: Check carefully to ensure you are creating an account for the exam you intend to take – General Bar Examination (GB) or Out of State Attorney’s (OSA) Examination.

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You will be taken to the account creation form:

The screenshot shows the 'Create Account' form for the Maryland General Bar Examination. The browser window title is 'Create Account - Windows Internet Explorer'. The address bar shows 'https://portal.mdcourts.gov/ebarsapp/createAccount.do'. The page has a blue header with the text 'Welcome to the online application for the Maryland General Bar (GB) Examination'. On the left, there is a 'Quick Links' sidebar with links to Home, Online Application Instructions, Bar Admission Rules, General Bar: Exam Details, Exam Questions & Answers, Contact the Board, Change in Contact Information Form, What's New, eBar Help, Create a GB Account, Go To OSA (Rule 13) Site, and Login. The main form area is titled 'Create Account To Start the Application Process For Bar Of Maryland'. It includes a 'Fields are mandatory' note. The form fields are: Create Account For (General Bar Examination), Email Address (User Name), Password (minimum 8 characters, including 1 letter, 1 number, and 1 special character), Confirm Password, First Name, Middle Name, Last Name, Suffix, Gender (Male/Female), Date of Birth (minimum 18 years old), Social Security Number (mandatory), Confirm Social Security Number, Place Of Birth (Country, City, State), Mailing Address (Country, Address, City, State, Zip), Permanent Address (Country, Address, City, State, Zip), Daytime Phone, Residence Phone, Cell Phone, Security Question (Mother/Maiden Name), Answer, and Hint. At the bottom, there are 'Create Account' and 'Cancel Request' buttons. The Windows taskbar at the bottom shows the Start button, several open applications (eBar Overview and 1..., Create Account - Win..., State Board of Law E..., SBLE), and the system clock showing 2:05 PM on 10/10/2010.

Fig 2 – Account creation form

Complete all required information (marked with a red asterisk “*”). In eBar, your e-mail address becomes your User Name. It is critical that the e-mail address you provide not change during the course of the examination process—from the time you create your account through the swearing-in ceremony. Your password must contain a minimum of eight characters and must contain at least one (1) letter, one (1) number, and one (1) special character (! @ # \$ % & or *). Please write down your password. Passwords are case sensitive.

*NOTE: In order to apply for an eBar account, you **must** disclose your U.S. Social Security number, pursuant to Md. Code Ann., Family Law, §10-119.3(b). If you do not have a valid Social Security number, you must contact SBLE’s office by telephone (410-260-3640) for instructions on how to proceed.*

As you fill out the required fields to create your user account, review your entries carefully before you save your data. Often, applicants will make errors in entering data for their Social Security numbers, date of birth, place of birth,

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suffix, prefix, etc. After submission, mistakes may only be corrected by sending a signed letter to the Board noting the error and correction to be made.

When all fields have been completed and double-checked, click “Create Account.”

After you submit the required information to create an eBar account, you will receive a confirmation e-mail that you will use to activate your account. Please be aware of the privacy and spam settings on your e-mail account, and ensure that “ebar@mdcourts.gov” is whitelisted in your spam settings. The email text is as follows:

Dear [APPLICANT NAME],

Welcome to Maryland e-bar application process. You have successfully registered to our website. However, to access your account and continue with the application submission process you will have to activate your account.

To activate your account, click on the link "Activate your account" below.

[Activate your account](#)

If you cannot click on the link above, please copy and paste the link below to your browser.

<https://jportal.mdcourts.gov/ebarapp/account.activate?q=48561&u=c800f932a9044149edc36af64dc9864f&d=c28765dbec337b186ca583e07292b3b>

Sincerely,

*Jeffrey C. Shipley
Secretary, State Board of Law Examiners
2011-F Commerce Park Drive
Annapolis, MD 21401
jeffrey.shipley@mdcourts.gov*

You **MUST** click on the “Activate your account” link before you can log in to eBar to create your application. If you do not receive an activation e-mail within a few hours of creating your user account, contact the SBLE Office at (410) 260-3640 during normal business hours (M–F 8:30am to 4:30pm) to manually activate your account.

*CAUTION: E-mail account providers hosted with “.net” domains (e.g., comcast.net, verizon.net, att.net, etc) and AOL **DO NOT** interface with eBar. SBLE strongly recommends that applicants with “.net” and AOL email addresses create a “.com” email address for use with eBar. SBLE does not endorse any particular “.com” but has noted that Gmail, Yahoo, and Hotmail function properly with eBar.*

CAUTION: Applicants using “.edu” email addresses issued by their law schools and/or colleges must ensure that their institution does not “turn off” access to that email address after graduation. If unsure, another email address should be utilized.

CAUTION: Passwords and Security Question Answers are case-sensitive. The system will lock the account after five (5) failed login attempts. Please utilize eBar’s “Forgot Password” system to recover your forgotten password prior to locking yourself out. Applicants who become locked out must contact the Board’s Office by telephone (410-260-3640) during normal business hours (8:30a to 4:30p M-F) to unlock their account. Email requests to unlock eBar user accounts cannot be honored due to RGAB 19 confidentiality safeguards.

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Filling Out the Application and/or Petition Online

After activating your account, you will be able to log in to eBar and begin your General Bar Application and/or Petition.

Upon logging into eBar, the first screen you will see is the “My Status” screen.

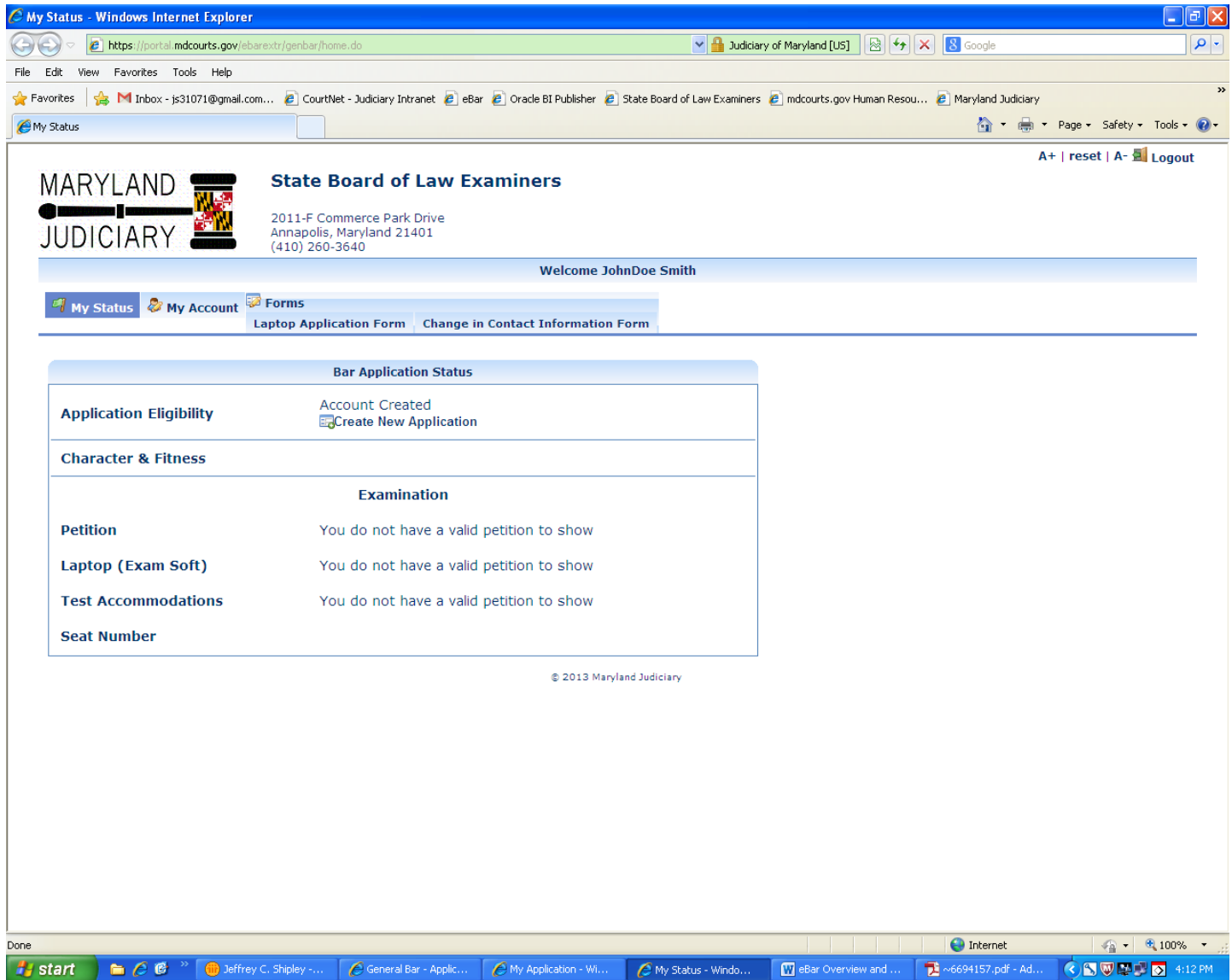


Figure 3 – “My Status” screen (General Bar application shown)

Click on the “Create New Application” button to begin the online application process.

Note - On the top right of your screen you will see A+, reset, and A-. These are screen viewer adjustments. If you want to increase the size of the screen fonts, click on the A+ symbol. If you want to decrease the size of the screen fonts, click on the A- symbol. If you want the screen fonts back to their original size, click “reset.” The screen viewer adjustments appear on each page of the Application.

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Clicking “New Application” automatically moves you into the first page of the Application – “College Education.”

JUDICIARY Annapolis, Maryland 21401 (410) 260-3640

Welcome JohnDoe Smith

My Application

APPLICATION FOR ADMISSION TO THE BAR OF MARYLAND
Part I

COLLEGE EDUCATION (PRE-LEGAL)

NOTICE TO APPLICANTS: THE PRE-LEGAL CERTIFICATION THAT PRINTS AT THE COMPLETION OF THIS APPLICATION MUST BE SIGNED BY THE APPROPRIATE ACADEMIC OFFICIAL AND FORWARDED TO THE BOARD. If the applicant has attended more than one school, this Part I should be completed by the institution from which the applicant graduated or by the institution which possesses official records of all the applicant's earned college credits. This Part I and the Part II (Character QUESTIONNAIRE) and releases must be filed together with the proper fee by the applicable filing deadline date.

Fields are mandatory:

To the Honorable, the Court of Appeals of Maryland:
I hereby apply for admission to the Maryland bar and in support of my application give the following information:

Full Name

First Name: JohnDoe
Middle Name: Smith
Last Name: Smith
Suffix:

Mailing Address

Country: US
Address: 123 Bladensburg Lane
Address:
County: Anne Arundel
City: Annapolis
State: MD
Zip: 21401

Permanent Address

Country: US
Address: 123 Bladensburg Lane
Address:
County: Anne Arundel
City: Annapolis
State: MD
Zip: 21401

Residence Phone:
Daytime Phone: 4102602640
Cell Phone:

I began the study of law or will begin the study of law at * (Juris Doctorate Only)

In the month of (please use mm/yyyy format) *

and expect to take the Maryland Bar Examination in *

NOTE TO APPLICANTS: A separate Petition to take a specific examination must be filed with the prescribed fee, not later than December 2009 for a February examination and not later than May 2009 for a July examination. The Petition will not be accepted for filing in the absence of a completed Application on file.

Gender: Male
Date of Birth (mm/dd/yyyy): 03/10/1971
Place of Birth: US
State: MD
City: Baltimore

Save Application

Figure 4 – “My Application” Page 1

The majority of fields on this page are pre-filled with information from the account creation screen. Complete each item marked by a **red asterisk “*.”** Then, click “Save Application” at the bottom of the screen, which will take you to the next page of the Application.

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Adding/Editing Details

Some items on the application require the applicant to “Add Details” (such as to enter information for aliases, residences, employment, marriage details, etc.).

For example, in Figure 5, below, Applicant JohnDoe Smith indicates that he was previously known by another name. Applicant Smith must now “Add Details” regarding his former name.

My Application - Windows Internet Explorer

https://portal.mdcourts.gov/ebarextr/genbar/personalident.do

Judiciary of Maryland [US]

Google

File Edit View Favorites Tools Help

Favorites Inbox - js31071@gmail.com... CourtNet - Judiciary Intranet eBar Oracle BI Publisher State Board of Law Examiners mdcourts.gov Human Resou... Maryland Judiciary

My Application

A+ | reset | A- Logout

MARYLAND JUDICIARY

State Board of Law Examiners

2011-F Commerce Park Drive
Annapolis, Maryland 21401
(410) 260-3640

Welcome JohnDoe Smith

My Status My Account My Application Forms

Laptop Application Form Change in Contact Information Form

APPLICATION FOR ADMISSION TO THE BAR OF MARYLAND

Part II

Personal Identification

NOTICE TO APPLICANT: Please complete the application. Attach all necessary required documents. Print sign and make oath to this form.

Your application will not be considered complete until the Board and Character Committee receive each of the required certificates and various statements, documents, and reference letters described in the application form. It will be necessary for you to personally prompt respondents who fail to reply to the Character Committee's letters of inquiry.

Previous Page Save Application Next Page

* Fields are mandatory

Full Legal Name

First Name JohnDoe

Middle Name

Last Name Smith

If the name that appears above is not your "Full Legal Name" you should promptly report this information to the office of the State Board of Law Examiners and submit the legal documentation supporting any name change.

Gender Male

Social Security Number (Last four digits) 1576

Have you ever used or been known by any other name? * Yes No

If "Yes", state, in full, each name used or have been known and the reason for each name. If your name has ever been changed, list each former name and when and how each change was made. If the name currently used was through adoption, marriage, divorce, or other legal proceeding, attach a certified copy of the legal document authorizing the name change to your application packet.

List of Known Names

Add Details Edit Details Remove Details

Mailing Address

Country US

Address 123 Blackacre Lane

Address

County Anne Arundel

start Jeffrey C. Shipley - I... General Bar - Applicat... My Application - Wind... eBar Overview and I... ~6694157.pdf - Ado... Internet 100% 4:21 PM

Figure 5 – “My Application” Page 2 (partial)

Click on the “Add Details” button.

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Clicking the “Add Details” button will open a dialogue box, where you will enter your detail information. Then, click “Save Details.” You can also edit previously added details by highlighting the details you wish to edit, and clicking on the “Edit Details” button. Revise the detail information, then click “Save Details.” JohnDoe Smith has clicked on “Add Detail” and entered his former name, John WilkesBooth Doe, and other information about use of a former name. (See Figure 6, below)

My Application - Windows Internet Explorer

https://portal.mdcourts.gov/ebarextr/genbar/personalident.do

Judiciary of Maryland [US]

Google

File Edit View Favorites Tools Help

Favorites Inbox - js31071@gmail.com... CourtNet - Judiciary Intranet eBar Oracle BI Publisher State Board of Law Examiners mdcourts.gov Human Resou... Maryland Judiciary

My Application

APPLICATION FOR ADMISSION TO THE BAR OF MARYLAND

Part II

Personal Identification

NOTICE TO APPLICANT: Please complete the application. Attach all necessary required documents. Print sign and make oath to this form.

Your application will not be considered complete until the Board and Character Committee receive each of the required certificates and various statements, documents, and reference letters described in the application form. It will be necessary for you to personally prompt respondents who fail to reply to the Character Committee's letters of inquiry.

Previous Page Save Application Next Page

Fields are mandatory

Full Legal Name.

First Name JohnDoe

Middle Name

Last Name Smith

If the name that appears above is not your "Full Legal Name" you should promptly report this information to the office of the State Board of Law Examiners and submit the legal documentation supporting any name change.

Gender Male

Social Security Number (Last four digits) 1576

Have you ever used or been known by any other name? Yes No

If "Yes", state, in full, each name used or have been known and the reason for each name. If your name has ever been changed, list each former name and when and how each change was made. If the name currently used was through adoption, marriage, divorce, or other legal proceeding, attach a certified copy of the legal document authorizing the name change to your application packet.

List of Known Names

Add Details Edit Details Remove Details

Add Known Name Details

FullName

First Name * John

Middle Name * WilkesBooth

Last Name * Doe

Used From (please use mm/yyyy format) * 01/1945

Used to (please use mm/yyyy format) * 01/1960

Reason * Adopted by Ma Smith

Save Details

Mailing Address

Country US

Address 123 Blackacre Lane

Address

County Anne Arundel

start Jeffrey C. Shipley - I... General Bar - Applicat... My Application - Wind... eBar Overview and I... ~66941157.pdf - Ado... Internet 95% 4:24 PM

Figure 6 – “My Application” Page 6 (showing open “Add Details” field)

After entering the required information, click “Save Details.” This will return you the current page of the Application. On any give page, if you have additional details to add (e.g., multiple employers, multiple residences), click “Add Details,” enter the information, click “Save Details,” and repeat as many time as needed.

CAUTION: Do not click on “Save Application” when you are in the “Add Details” box. Your details information will not be saved. You must first save the information within the “Add Details” box by clicking on the “Save Details” button.

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Figure 7, below, shows that JohnDoe Smith’s Application now lists his former name. “John WilkesBooth Doe.”

The screenshot shows the 'My Application' page for the Maryland State Board of Law Examiners. The page is titled 'APPLICATION FOR ADMISSION TO THE BAR OF MARYLAND Part II' and is under the 'Personal Identification' section. It includes a 'NOTICE TO APPLICANT' and a form with fields for 'First Name', 'Middle Name', 'Last Name', 'Gender', and 'Social Security Number'. Below these fields is a section for 'Have you ever used or been known by any other name?' with a 'Yes' radio button selected. A text box contains the name 'John WilkesBooth Doe'. Below this is a 'List of Known Names' table with columns for 'Country', 'Address', 'County', 'City', and 'State'. The table contains one entry for 'John WilkesBooth Doe' with the address '123 Blackacre Lane', 'Anne Arundel' county, 'Annapolis' city, and 'MD' state. The page also has a 'Save Application' button and a 'Next Page' button.

Country	Address	County	City	State
US	123 Blackacre Lane	Anne Arundel	Annapolis	MD

Figure 7 – “My Application” page 2 (showing former name)

TIP: When you are adding your residence details, you must enter an “end date” even if you still reside at that address. This field is solely used to validate where you have lived for the last ten years, so you may enter the current date as your “end” date for your current address. If you change your address subsequent to submitting your Application and/or Petition you must report that change in writing to the SBLE’s office.

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Moving from page to page in the Application

You must click on “Save Application” (at the bottom center of each page) when you are ready to move on to the next page. (See Figure 8, below.) If you do not click “Save Application” at the bottom of each page, you will lose the data you entered for that page. However, first review the data you entered to ensure it is completely filled in and correct before you save it. You must complete an entire page of the application to “Save Application.”

The screenshot displays the Maryland Judiciary eBar application interface within a Windows Internet Explorer browser window. The browser's address bar shows the URL <https://portal.mdcourts.gov/ebarext/genbar/bondHistory.do>. The page header includes the Maryland Judiciary logo and the State Board of Law Examiners' contact information: 2011-F Commerce Park Drive, Annapolis, Maryland 21401, (410) 260-3640. A welcome message reads "Welcome JohnDoe Smith". The navigation menu includes "My Status", "My Account", "My Application", and "Forms". The "My Application" section is active, showing "Laptop Application Form" and "Change in Contact Information Form". The main content area is titled "APPLICATION FOR ADMISSION TO THE BAR OF MARYLAND Part II" and contains the "Surety/Fidelity Bond Details" section. This section includes a "NOTICE TO APPLICANT" and two questions: "Have you ever been bonded under a surety bond?" and "(b) Have you ever been refused fidelity or other bond?". Each question has a "Yes" or "No" radio button and a text area for details. At the bottom of the form, there are "Previous Page", "Save Application", and "Next Page" buttons. The "Save Application" button is highlighted with a green checkmark. The footer of the page indicates "© 2013 Maryland Judiciary". The Windows taskbar at the bottom shows the Start button and several open applications, including "Jeffrey C. Shipley - I...", "General Bar - Applicat...", "My Application - Wind...", and "eBar Overview and I...". The system clock shows 8:56 AM.

Figure 8 – “Save Application” Button

MARYLAND GENERAL BAR EXAMINATION ONLINE ELECTRONIC BAR APPLICATION AND PETITION (“eBar”)

Viewing the “My Application” Checklist

As you complete the Application, eBar creates a checklist of the Application sections you have completed. Clicking the “My Application” link on the top menu displays this checklist.

The screenshot shows a web browser window titled "My Application - Windows Internet Explorer" displaying the Maryland Judiciary eBar application checklist. The browser's address bar shows the URL "https://portal.mdcourts.gov/ebarextr/genbar/checklist.do". The page header includes the Maryland Judiciary logo and the State Board of Law Examiners contact information. A navigation bar contains links for "My Status", "My Account", "My Application", and "Forms". The "My Application" link is selected, and the "Laptop Application Form" is active. The main content area is titled "APPLICATION AND PETITION CHECKLIST" and lists various sections with checkboxes indicating completion status. The sections are: General Instructions, Maryland Rules of Professional Conduct, Application Part I (College Education, Personal Identification), Application Part II (Marital History, Court Ordered Spousal Or Child Support, Residential History, Educational History, Armed Forces Details, Credit History, Legal Proceeding History (Civil), Legal Proceeding History (Criminal), Bond History, Employment History, Mental Health/Addiction History, Personal Reference, Admission to Any State Bar, Submit Application), and Petition (Petition to sit for Maryland Bar Exam (ORIGINAL), Request for use of Laptop, Request For Special Accommodations, Submit Petition). The checkboxes for "College Education", "Personal Identification", and "Submit Application" are green, while the others are red. The page footer shows the copyright notice "© 2012 Maryland Judiciary".

My Application - Windows Internet Explorer
https://portal.mdcourts.gov/ebarextr/genbar/checklist.do
Judiciary of Maryland [US]
Google
File Edit View Favorites Tools Help
Favorites Inbox - js31071@gmail.com... CourtNet - Judiciary Intranet eBar Oracle BI Publisher State Board of Law Examiners mdcourts.gov Human Resou... Maryland Judiciary
My Application
A+ | reset | A- | Logout
MARYLAND JUDICIARY State Board of Law Examiners
2011-F Commerce Park Drive
Annapolis, Maryland 21401
(410) 260-3640
Welcome JohnDoe Smith
My Status My Account My Application Forms
Laptop Application Form Change in Contact Information Form
IMPORTANT NOTICE: After clicking on the "Submit Application" and "Submit Petition" buttons, you must go to the printer icons found on your "My Status" page. Print off a hard copy of your Application (Part I and II) and Petition, fill in any additional information required (such as Question 19c), sign where indicated, and notarize where indicated as well as provide additional supporting documents as indicated. Your Application and Petition are not filed until the hard copy documents are (1) complete and (2) received in the State Board of Law Examiner Office.
APPLICATION AND PETITION CHECKLIST
Instructions & Help
General Instructions
Maryland Rules of Professional Conduct
Application Part I
College Education
Application Part II
Personal Identification
Marital History
Court Ordered Spousal Or Child Support
Residential History
Educational History
Armed Forces Details
Credit History
Legal Proceeding History (Civil)
Legal Proceeding History (Criminal)
Bond History
Employment History
Mental Health/Addiction History
Personal Reference
Admission to Any State Bar
Submit Application
Petition
Petition to sit for Maryland Bar Exam (ORIGINAL)
Request for use of Laptop
Request For Special Accommodations
Submit Petition
© 2012 Maryland Judiciary
start Jeffrey C. Shipley - I... General Bar - Applicat... My Application - Wind... eBar Overview and I... ~6694157.pdf - Ado... Internet 75% 4:38 PM

Figure 9 – My Application checklist

TIPS: If you exit eBar before submitting your electronic application, you may resume entering data by logging back in and accessing your Application and/or Petition in the “My Application” page. The pages you have completed will be marked with a green “✓”. (See Figure 9, above.) Each time you log out of your eBar account without submitting your Petition, you will be required to verify your response to the Petition, laptop request, and special accommodations request. Click “Save & Next” to go to the next page.

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Submitting the Electronic Application

A green “✓” next to each item in Application Part I and Application Part II in the “My Application” Checklist indicates that you are ready to submit your General Bar application.

The screenshot shows a web browser window titled "My Application - Windows Internet Explorer" with the address bar displaying "https://portal.mdcourts.gov/ebarextr/genbar/checklist.do". The browser's address bar also shows "Judiciary of Maryland [US]" and a search bar with "Google". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's status bar shows "Done" and "Internet".

The web page is titled "JUDICIARY" and includes the address "2011-F Commerce Park Drive, Annapolis, Maryland 21401, (410) 260-3640". A welcome message reads "Welcome JohnDoe Smith". The page has a navigation bar with "My Status", "My Account", "My Application", and "Forms". The "My Application" section is active, showing "Laptop Application Form" and "Change in Contact Information Form".

An important notice states: "IMPORTANT NOTICE: After clicking on the 'Submit Application' and 'Submit Petition' buttons, you must go to the printer icons found on your 'My Status' page. Print off a hard copy of your Application (Part I and II) and Petition, fill in any additional information required (such as Question 19c), sign where indicated, and notarize where indicated as well as provide additional supporting documents as indicated. Your Application and Petition are not filed until the hard copy documents are (1) complete and (2) received in the State Board of Law Examiner Office."

The main content area is titled "APPLICATION AND PETITION CHECKLIST" and is divided into three sections:

- Instructions & Help**
 - General Instructions
 - Maryland Rules of Professional Conduct
- Application Part I**
 - College Education
- Application Part II**
 - Personal Identification
 - Marital History
 - Court Ordered Spousal Or Child Support
 - Residential History
 - Educational History
 - Armed Forces Details
 - Credit History
 - Legal Proceeding History (Civil)
 - Legal Proceeding History (Criminal)
 - Bond History
 - Employment History
 - Mental Health/Addiction History
 - Personal Reference
 - Admission to Any State Bar
 - Submit Application
- Petition**
 - Petition to sit for Maryland Bar Exam(ORIGINAL)
 - Request for use of Laptop
 - Request For Special Accommodations
 - Submit Petition

The bottom of the page shows a Windows taskbar with the "start" button and several open applications: "Jeffrey C. Shipley - I...", "General Bar - Applicat...", "My Application - Wind...", and "eBar Overview and I...". The system clock shows "9:11 AM".

Figure 10 – My Application Checklist – Ready to Submit

When you are certain that you have entered and double-checked all required information, click on the “Submit Application” link at the bottom of the Checklist. (See Figure 10, above.)

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If your submission is successful, you will receive a message toward the top of your screen (see Figure 11, below). Also, the “Submit Application” link will display a green “✓”

The screenshot shows a web browser window titled "My Application - Windows Internet Explorer" with the URL "https://portal.mdcourts.gov/ebarextr/genbar/submitApplication.do". The page displays a "Welcome JohnDoe Smith" message and a navigation bar with links to "My Status", "My Account", "My Application", and "Forms". The "My Application" section is active, showing a checklist of items to be completed. A warning message at the top states: "Warning: You are past the filing deadline. You must provide a good cause request in order to submit your application and/or petition. Applications and/or petitions submitted will not be accepted without an accompanying good cause letter. Please refer to Board Rule 2 for further information regarding good cause requests." Below this, an "IMPORTANT NOTICE" states: "After clicking on the 'Submit Application' and 'Submit Petition' buttons, you must go to the printer icons found on your 'My Status' page. Print off a hard copy of your Application (Part I and II) and Petition, fill in any additional information required (such as Question 19c), sign where indicated, and notarize where indicated as well as provide additional supporting documents as indicated. Your Application and Petition are not filed until the hard copy documents are (1) complete and (2) received in the State Board of Law Examiner Office." The checklist is divided into three sections: "Instructions & Help", "Application Part I", and "Application Part II". The "Submit Application" link is marked with a green checkmark, indicating a successful submission. The "Petition" section includes links for "Petition to sit for Maryland Bar Exam(ORIGINAL)", "Request for use of Laptop", "Request For Special Accommodations", and "Submit Petition".

APPLICATION AND PETITION CHECKLIST	
Instructions & Help	
General Instructions	
Maryland Rules of Professional Conduct	
Application Part I	
College Education	
Application Part II	
Personal Identification	
Marital History	
Court Ordered Spousal Or Child Support	
Residential History	
Educational History	
Armed Forces Details	
Credit History	
Legal Proceeding History (Civil)	
Legal Proceeding History (Criminal)	
Bond History	
Employment History	
Mental Health/Addiction History	
Personal Reference	
Admission to Any State Bar	
Submit Application	✓
Petition	
Petition to sit for Maryland Bar Exam(ORIGINAL)	
Request for use of Laptop	
Request For Special Accommodations	
Submit Petition	

Figure 11 – My Application checklist showing successful submission message and “✓.”

You should then go to your “My Status” page.

MARYLAND GENERAL BAR EXAMINATION ONLINE ELECTRONIC BAR APPLICATION AND PETITION (“eBar”)

The “My Status” page will indicate that your General Bar application has been submitted online and display printer icons. (See Figure 12, below). Your application is ready to be printed, signed and filed with SBLE.

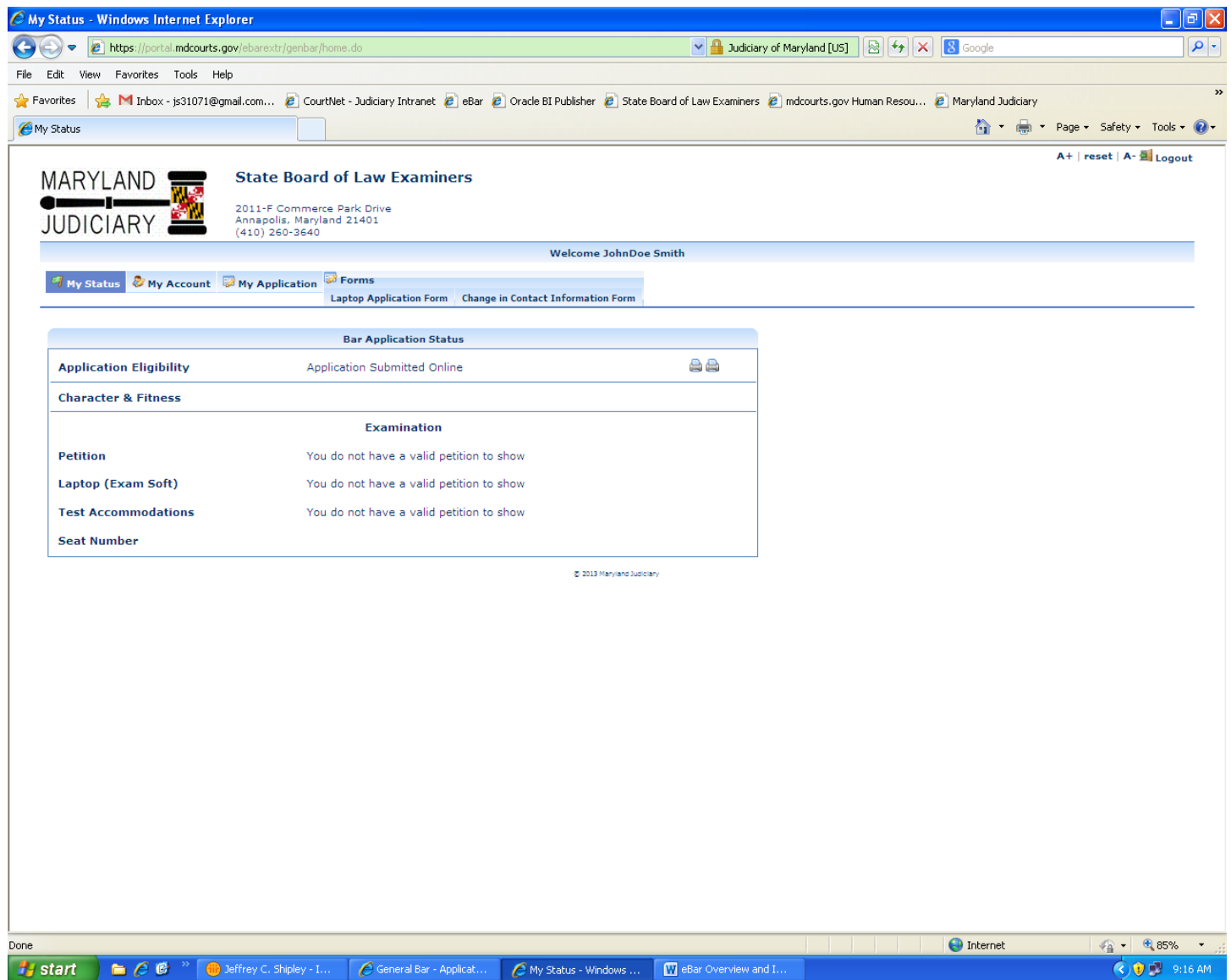


Figure 12 – My Status page showing “Application Submitted Online” and printer icons

If you intend to sit for a scheduled General Bar Examination, you should move on to completing the Petition, and, if appropriate, the Laptop Use and Accommodations Requests.

MARYLAND GENERAL BAR EXAMINATION **ONLINE ELECTRONIC BAR APPLICATION AND PETITION (“eBar”)**

COMPLETING THE PETITION TO SIT FOR A SCHEDULED BAR EXAM (GENERAL BAR ONLY)

Once General Bar applicants have completed and submitted the Application (Parts I and II), a red “x” will remain by the “Petition,” “Laptop Request,” and “Accommodations Request” links. (Figure 11, above.) Applicants who intend to sit for a scheduled Bar Exam must click on “Petition to Sit for the Maryland Bar Exam” and then fill out the fields for the Petition. The process is the same as for filling out the Application (Part I and Part II), however, **you must complete the Petition, Laptop Request and Accommodations Request screens in one session.** Otherwise, your Petition will not be saved.

PETITION TO TAKE MARYLAND BAR EXAMINATION

ORIGINAL PETITION

To the Honorable, the Court of Appeals of Maryland:

☒ Save Application [Next Page](#)

* Fields are mandatory

I petition to take the Maryland bar examination in and in support of my petition give the following information.

Full name	
Enter Your Legal Name	JohnDoe
Middle Name	
Last Name	Smith
Gender	Male

Seal number assignments and Board correspondence will be mailed to your current mailing address on file

Mailing Address	
Country	US
Address	123 Blackacre Lane
Address	
County	Anne Arundel
City	Annapolis
State	MD
Zip/Postcode	21401
Home Phone	
Daytime Phone	4102603640
Cell Phone	
User Name	johndoesmith733@yahoo.com
Date of Birth (mm/dd/yyyy)	03/10/1971
Social Security Number (Last four digits)(If you do not have a Social Security Number, contact the State Board of Law Examiners for information regarding opening your account)	1576
I will/did graduate from *	<input type="text" value="University of Maryland- School of Law"/>
(Insert name of law school from drop down box from ABA law school list)	
Date Graduated (please use mm/dd/yyyy format) *	05/20/1998
Are you taking the bar examination concurrently in another jurisdiction?	<input type="radio"/> Yes <input checked="" type="radio"/> No
If "Yes", identify other jurisdiction	<input type="text"/>
Are you taking the Multistate Bar Examination(MBE) in	<input type="radio"/> Other Jurisdiction <input checked="" type="radio"/> Maryland
LSAC Number	<input type="text"/>

☒ Save Application [Next Page](#)

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Figure 13 – Original Petition to Take Maryland Bar Examination

Select the exam session you plan to take from the dropdown box. eBar will pre-fill most of the fields with information from your application. Complete the required fields “*” and click “Save Application.” (Figure 13, above.) Then click, “Next Page” (to the right of “Save Application.”) You will be taken to the Laptop Request screen.

NOTE: When you click on the link in the “My Application” checklist to create your Petition, eBar will bring up the correct type of petition (original, retake, retake order) automatically.

MARYLAND GENERAL BAR EXAMINATION ONLINE ELECTRONIC BAR APPLICATION AND PETITION (“eBar”)

Laptop Requests

If you wish to use a laptop on the General Bar Exam, click the radio button for “Use a Laptop computer for the written test.” (Figure 14, below.) You must also check the box on the lower left hand side of the screen that you have read, understand and agree to the terms relative to your request. Then, click “Save Application,” and “Next Page” to be taken to the “Accommodations Request” page.

The screenshot shows a web browser window titled "My Application - Windows Internet Explorer" displaying the Maryland State Board of Law Examiners' eBar application page. The page URL is <https://portal.mdcourts.gov/ebarextr/genbar/laptopRequest.do>. The page header includes the Maryland Judiciary logo and the State Board of Law Examiners' contact information: 2011-F Commerce Park Drive, Annapolis, Maryland 21401, (410) 260-3640. A welcome message for "JohnDoe Smith" is displayed. The navigation menu includes "My Status", "My Account", "My Application", and "Forms". The "My Application" section is active, showing the "Laptop Application Form" and "Change in Contact Information Form". The main content area is titled "PETITION TO TAKE MARYLAND BAR EXAMINATION" and contains a "Request For Use Of laptop" form. The form includes a "Previous Page" link, a "Save Application" button, and a "Next Page" link. It asks the user to "Indicate whether you will" use a laptop, with radio buttons for "Handwrite the written test" and "Use a laptop computer for the written test". The "Use a laptop" option is selected. Below this, there is a text field for "Email address to be used for laptop computer use" with the value "johndoesmith733@yahoo.com". A large block of text provides instructions and disclaimers for using a laptop. At the bottom of the form, there is a checkbox labeled "I have read and understand the requirements and terms to use my laptop for the written examination." which is checked. The page footer includes a copyright notice: "© 2013 Maryland Judiciary".

Figure 14 – Laptop Request page

CAUTION: The Laptop Request in eBar is only the first step in the laptop application process. Applicants who wish to use laptop computers for the Day 1 (Essay Day) portion of the Maryland bar exam must (1) check the laptop designation in eBar first **AND** (2) print off and mail/deliver a signed, hard copy Laptop Application Form to the Board's Office by the filing deadline. The Laptop Application may be found at: <http://www.courts.state.md.us/ble/pdfs/laptopapplicationform.pdf>. This link may be accessed from your "My Status" page, or SBLE's website.

MARYLAND GENERAL BAR EXAMINATION ONLINE ELECTRONIC BAR APPLICATION AND PETITION (“eBar”)

Accommodations Requests

Applicants planning to request an ADA testing accommodation must click the radio button for “Yes” in response to the question, “Are you applying for test accommodations for the Bar Exam. (Figure 14, below.) You must also check the box indicating review of the terms and conditions. Then, click “Save Application, which will return you to the “My Application Checklist.”

The screenshot shows a web browser window titled "My Application - Windows Internet Explorer" displaying the Maryland State Board of Law Examiners' eBar application interface. The browser's address bar shows the URL: <https://portal.mdcourts.gov/ebarextr/genbar/specialAccommodation.do>. The page header includes the Maryland Judiciary logo and the State Board of Law Examiners' contact information: 2011-F Commerce Park Drive, Annapolis, Maryland 21401, (410) 260-3640. A welcome message reads "Welcome JohnDoe Smith". The navigation menu includes "My Status", "My Account", "My Application", and "Forms". The "My Application" section is active, showing "Laptop Application Form" and "Change in Contact Information Form". The main content area is titled "PETITION TO TAKE MARYLAND BAR EXAMINATION" and contains a "Request For Special Accomodations" form. The form includes a "Previous Page" link, a "Save Application" button, and a question: "Are you applying for test accommodations for the bar examination?". Below this question is a radio button for "Yes" and a radio button for "No". A text box is provided for "State Specific Test Accommodations Sought. (limit 200 characters)". A disclaimer states: "An applicant who has a disability, as defined by the Americans with Disabilities Act, may request test accommodations for the bar examination to assure that he or she receives a fair and equal opportunity to fully demonstrate his or her competence. Please go to www.mdcourts.gov for complete instructions, application and deadline dates for requesting test accommodations. In order to receive consideration you must complete the test accommodation application and submit with all required documentation. Your request for test accommodations should be mailed separately from the bar application. It is advisable to submit your request for test accommodations at least 90 days before the examination you plan to take. The State Board of Law examiners will reject your request if it is not received by the deadline." At the bottom of the form, there is a checkbox labeled "I have read and understand the requirements and terms of Special Accommodation for taking the Maryland bar examination." and another "Save Application" button. The footer of the page indicates "© 2013 Maryland Judiciary".

Figure 14 – Request Test Accommodations screen

CAUTION: Applicants who plan to request ADA testing accommodations for the Maryland Bar exam must (1) complete the “Request for Special Accommodations” in eBar first AND (2) print the Instructions and Applicant’s Accommodations Request Form, fulfill all the requirements therein, and mail/hand-deliver a complete and fully documented Request Form to the Board’s Office by the filing deadline. The Applicant’s Accommodations Request Form may be found at:

<http://www.courts.state.md.us/ble/pdfs/testaccommodations.pdf>

MARYLAND GENERAL BAR EXAMINATION ONLINE ELECTRONIC BAR APPLICATION AND PETITION (“eBar”)

On the “My Application” screen, click “Submit Petition.” Each line of the Petition section will show a green “✓.” (See Figure 15, below.)

The screenshot shows a web browser window titled "My Application - Windows Internet Explorer". The address bar displays "https://portal.mdcourts.gov/ebarextr/genbar/submitPetition.do". The page content includes an "IMPORTANT NOTICE" at the top, followed by an "APPLICATION AND PETITION CHECKLIST". The checklist is organized into sections: "Instructions & Help" (with links for General Instructions and Maryland Rules of Professional Conduct), "Application Part I" (with a checked "College Education" item), "Application Part II" (with multiple checked items including Personal Identification, Marital History, Court Ordered Spousal Or Child Support, Residential History, Educational History, Armed Forces Details, Credit History, Legal Proceeding History (Civil), Legal Proceeding History (Criminal), Bond History, Employment History, Mental Health/Addiction History, Personal Reference, Admission to Any State Bar, and Submit Application), and "Petition" (with checked items for Petition to sit for Maryland Bar Exam (ORIGINAL), Request for use of Laptop, Request For Special Accommodations, and Submit Petition). The bottom of the page shows a copyright notice for 2013 Maryland Judiciary and a Windows taskbar with various open applications and the time 11:47 AM.

Figure 15 – My Application page after submission of Petition

You have now completed the process of creating and submitting your Applications and Petitions online, **BUT YOU ARE NOT FINISHED**. You must still print and submit hard copies of your Application and Petition, with all required signatures and supporting documentation.

MARYLAND GENERAL BAR EXAMINATION ONLINE ELECTRONIC BAR APPLICATION AND PETITION (“eBar”)

PRINTING and FILING YOUR HARD COPY APPLICATION AND/OR PETITION

Once you have submitted your Application and Petition electronically, go to your “My Status” page. You should see two (2) printer icons for the Application (one for Part I and one for Part II of the General Bar application) and (1) printer icon for the Petition. (See Figure 16, below.)

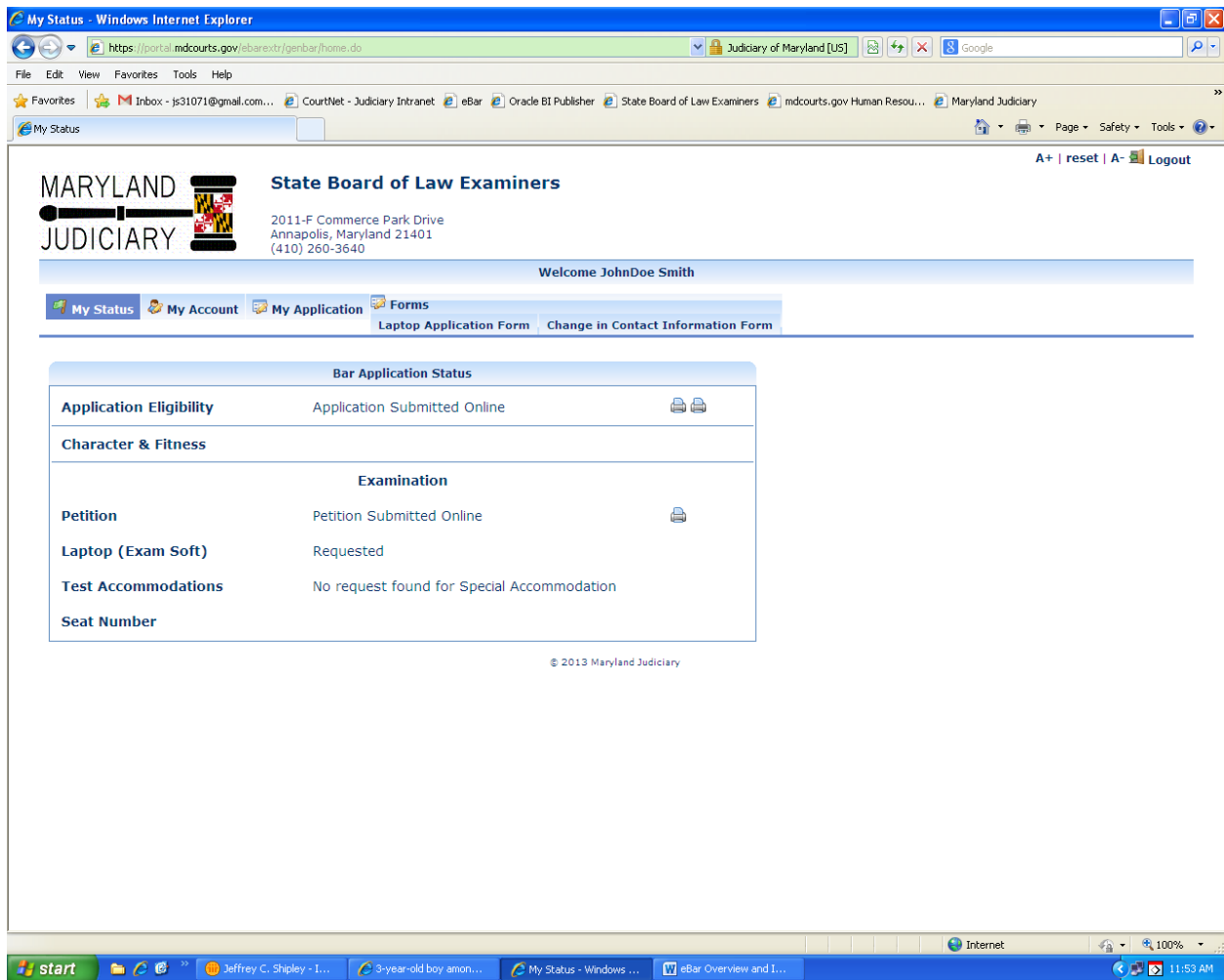


Figure 16 – “My Status” showing printer icons.

Click on the icon(s) to print a copies of your Application and Petition.

CAUTION: If your printed document(s) contain(s) a “VOID” watermark, you did not electronically submit the documents. Go back to “My Application” and scroll down to the bottom of the page until you see “Submit Application” and/or “Submit Petition”. Click on Submit and look for your confirmation message. Then return to My Status and re-print the document(s). You should now have no “Void” watermarks.

You must sign each document where indicated and have the forms notarized as required. You must also provide supplemental documentation as necessary in order for your Application to be complete. Part II of the General Bar Application includes a Checklist (1st page) to ensure you include all the required documents. Please review the checklist carefully.

MARYLAND GENERAL BAR EXAMINATION
ONLINE ELECTRONIC BAR APPLICATION AND PETITION (“eBar”)

Only complete Applications submitted online and in hard-copy with the required signatures, notary stamps and filing fee(s) will be treated as “filed” by SBLE. When SBLE processes your hard copy Application (GB) along with original signatures, notarization and supplemental documents, your “My Status” page will display changes to your status. You may also receive e-mails from the eBar system when your status changes.

APPLICATIONS PENDING MORE THAN THREE YEARS

Applicants whose applications have been pending more than three (3) years before passing the Maryland Bar Exam must complete and electronically submit an Updated Application before eBar will permit the creation and submission of a Petition (original, Retake, or Retake Order) to take a scheduled examination. eBar will permit you to copy the information from your prior electronic Application in order to assist you in completing your new Updated Application. Except as noted below, the Updated Application must be printed, signed and filed in the same manner as the original Application, along with the prescribed fees and attachments.

NOTE: General Bar Applicants submitting Updated Applications pursuant to this requirement must complete and electronically submit Part I and Part II of the Application. Those Applicants must also sign and file hard copies of Part II (Character & Fitness) with the prescribed fee, but are NOT REQUIRED to file a completed hard-copy Part I (College Education).

CAUTION: The “copy” function is only available if you electronically submitted an original application or updated application after October 4, 2010 in the eBar system.

CAUTION: If an update is required, you may not file a new Petition in our office to take a scheduled bar examination until the completed new updated Application is filed in our office along with the prescribed update fee.